

Job post summary

Date posted: April 15, 2026

Salary: \$95,000 to \$135,000 depending on experience

Job description: Project Manager

Position Summary

The project manager is responsible for planning, coordinating and executing construction projects from inception through completion. This role ensures that all work meets contractual obligations, schedule requirements, quality standards, budget and safety protocols. Acting as the central liaison between owners, engineers, field teams, subcontractors and stakeholders. The project manager drives the project success through disciplined leadership, strategic planning and clear communication

Key Responsibilities

- Attends and leads project meetings.
- Oversees project permit process.
- Develops and maintains site logistics plan, in coordination with Superintendent.
- Reviews inspection and test data for compliance with project specifications.
- Prepares & executes Project Execution Plan, including setting up budget.
- Acquire submittals and shop drawing from suppliers and subcontractors, review for accuracy and compliance with project documents and submit to project design team for approval.
- Manages and coordinates company personnel and resources.
- Prepares subcontracts, purchase orders and oversees procurement process.
- Assists in estimating efforts.
- Oversees cost control and change management systems.
- Maintains relationships with clients, designers & consultants.
- Prepares construction schedule and maintains updates.
- Compiles reports regarding financial performance of the project.
- Performs constructability reviews.
- Reviews & approves Contractor Payment Applications.
- Reviews Engelke Construction pay application to owner and monthly submission.
- Oversees project close-out & post construction including warranty period.

Job Skills

- Computer knowledge & efficiency;
- Knowledge of grading, paving & underground utility construction.
- Thorough understanding of Lump Sum, & unit price contracts;
- Strong written and verbal communication skills;
- Good math/accounting skills;
- strong management skills;
- Functions effectively as part of a team;
- Ability to develop or maintain relationships with clients;
- Ability to maintain discretion and confidentiality at all times;
- Exhibits strong leadership qualities;
- Excellent time management and organizational skills;
- Strong decision making / problem solving skills.
- Advanced knowledge of construction engineering technology, codes, standards, accounting, etc.

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Do you have a degree in Construction Management?
- Do you have any contracting experience with grading, paving and underground utility construction?

Education:

- Bachelor's (Preferred)

Experience:

- Construction Experience: 5 years (Preferred)
- Construction management: 5 years (Preferred)

To Reply Email: jerry@engelkeconstruction.com